

Assurance Council



MINUTES

1/11/11

10:30

COMITIUM

MEETING CALLED BY	Bruce Chrisman			
TYPE OF MEETING	Fermilab Assurance Council			
FACILITATOR	Bob Grant			
NOTE TAKER	M. Tolian			
ATTENDEES	B. Chrisman C. Conger L. Hill – by phone R. Ortgiesen E. Vokoun	B. Grant D. Carlson K. Van Vreede V. White	A. Filak G. Leonard N. Grossman S. Henderson	B. Boroski G. Bock T. Miller B. Brooks

Agenda topics

- Detail Review of Outstanding Management Issues
- Poll for New Management Issues
- Final Discussion of Policy on Policies
- Review CAS Implementation Schedule and Status
- Prep for CAS Visiting Review Committee

DISCUSSION

Management Issues –
 Point-by-point review of outstanding Management Issues. No new issues introduced. List on AC website will be revised.
 L. Hill will review Strategic Planning Contract commitment prior to next AC meeting.

Final Discussion on Policy on Policies –
 Remove the words “the directorate” from point 4.0
 Add page numbers
 Controlled document info should be added, along with a signature line
 Add the words “Under Development” to Policy & add revision number
 Send to P. Oddone for approval. No need for further review by AC.

Review CAS Implementation Schedule & Status –
 B. Grant & E. Vokoun went through CAS Implementation Activities presentation, step by step. There was some discussion about whether the stated timeline dates were realistic. E. Vokoun has made the changes discussed and they will be posted with the meeting notes.
 It was pointed out that Action Item 7 timeline date is for the first 4 Management Systems.
 Action Item 10 – some concern about the term “training.” It’s confusing to some.

Prep for CAS Visiting Review Committee –
 L. Hill explained that it was going to be a discussion based meeting on 1/21/11.
 Observer notes from Brookhaven review requested for the next AC meeting.
 Lines of Inquiry need to be posted and emailed to AC Members & discussed at the next AC meeting.

ITEMS FOR FOLLOW-UP

L. Hill will review Strategic Planning Contract commitment prior to next AC meeting.
Observer notes from Brookhaven review requested for the next AC meeting.
Lines of Inquiry need to be posted and emailed to AC Members & discussed at the next AC meeting.

SPECIAL NOTES OR HANDOUTS

All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:

<http://www.fnal.gov/directorate/AC/index.html> **NOTE** – New web address for meeting minutes, effective 10/7/10.